

2027 Colorado FBLA Middle School Call to Conference



March 3, 2027
Riverdale Regional Park, Brighton

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Checklist to Prepare for State Leadership Conference

- ☐ Set chapter deadlines for registration and payment
- ☐ Submit school district paperwork and transportation information
- ☐ Determine member cost to attend the conference, including registration, travel, etc.
- ☐ Provide members with necessary conference information, including cost
- ☐ Send a letter to parents with event details
- ☐ Discuss dress code requirements with members
- ☐ Collect member payment before registration deadline
- ☐ Register all members, advisers, chaperones for the conference by the deadline
- ☐ Print e-mailed invoice and check, double-check, triple-check for accuracy
- ☐ Submit invoice to bookkeeper for payment
- ☐ Mail conference payment to Colorado FBLA
- ☐ Follow the deadline checklist for all State Leadership Conference forms
- ☐ Review State Leadership Conference tentative agenda with attending members
- ☐ Ensure proper dress attire before departure
- ☐ Ensure all Multiple Release Forms are properly completed, bring copies with you to State Leadership Conference (these will NOT be turned in to Colorado FBLA)
- ☐ Complete the certification form to turn in at registration
- ☐ Have all attendees follow and like Colorado FBLA on social media sites to receive conference updates and emergency information during the conference
- ☐ Discuss National Leadership Conference information with members, so they are prepared if they qualify



Future Business Leaders of America

State Leadership Conference Deadlines

Date	Deadline	Notes
January 8	Membership Registration Deadline <i>**Members registered after January 8th will be charged the regular registration rate to attend the Sate Leadership Conference</i>	connect.fbla.org > find tutorials posted on the Chapter Management Tab at www.coloradofbla.org/adviser-resources
January 11	Registration Opens	https://app.gobluepanda.com/Login > select Login with FBLA Connect and use the same credentials
February 1	Early Bird Registration Deadline	\$35/attendee for early bird registrations
February 8	Regular Registration Deadline	\$45/attendee for regular registrations
February 12	BAA Middle School Awards Recognition Deadline	https://www.fbla.org/lead-awards/
February 9-24	Online Testing Window	Tests must be completed at school under the supervision of an adult proctor. Advisers will download testing information from Blue Panda.
February 24	Production & Prejudge Deadline	Events: <i>Exploring Digital Video Production, Slide Deck Applications, Spreadsheet Applications, Word Processing</i>
February 24	Payment POSTMARK Deadline	9101 E Lowry Blvd, Denver, CO 80230
February 26	Certification Form Online Submission	Certification forms can be pre-submitted or brought in person to registration check-in
March 26	NLC Intent Form	Advisers must complete the NLC Intent spreadsheet to indicate if their student intends to compete at NLC. Advisers will be emailed the spreadsheet after SLC.

General Information

While attending the Colorado FBLA Middle School State Leadership Conference, members will have the opportunity to participate in programming led by the High School State Officer team, competitive events, networking, and an awards ceremony.

Date: Wednesday, March 3, 2027

Location: Riverdale Regional Park in the Waymire Dome, 9755 Henderson Rd., Brighton, CO 80601

Cost:

Registration	Early Bird Cost	Regular Cost	Late Cost*
Deadline	February 1	February 8	By February 26
Registration (includes facilities & equipment, online testing, competition materials, lunch, awards, conference materials)	\$35	\$45	\$70, if space is still available

*To register members after the registration deadline, e-mail molly.davis@cccs.edu. Late registration not guaranteed.

Attendee Information Needed to Register

- Name
- Email & Phone Number (adviser/chaperone only)
- Competitive Event(s), including which students are competing on a team
- Lunch choice for each attendee – options listed below
- Any special testing accommodations or dietary needs (lunch choice will be adjusted as needed)

Conference Registration Information

<https://app.gobluepanda.com/Login> > select Login with FBLA Connect and use the same credentials used for FBLA Connect. Select Colorado FBLA from the dropdown menu in the upper left-hand corner.

Eligibility

Students must be registered for at least one competitive event to attend the conference. Parents and administrators are eligible to attend as chaperones. Every person attending the State Leadership Conference **MUST** be registered and paid and wear a name badge (this will be given to you on site during registration check-in).

Chaperone Ratio

A ratio of one adult for every 10 members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado FBLA conferences and events, advisers are expected to provide adequate supervision for his/her members. All advisers chaperones must follow the Colorado FBLA code of conduct and conference dress code.

Lunch Options

Each attendee will receive one boxed lunch. Sandwiches are served with chips and a cookie, and can be made on a lettuce wrap if requested. Salads are served with a cookie and dressing on the side. Specific dietary restrictions should be added under each individual attendee.

Options are:

- **Turkey/Cheddar:** served with lettuce and tomato; mayonnaise and mustard on the side.
- **Ham/Cheddar:** served with lettuce and tomato; mayonnaise and mustard on the side.
- **Roast Beef/Provolone:** served with lettuce and tomato; mayonnaise and mustard on the side.
- **Veggie Sandwich:** bell peppers, mushrooms, green chile, black olives and cheddar; mayonnaise and mustard on the side.
- **Tossed Salad:** lettuce, tomatoes, diced cucumbers, red onions, bell peppers, croutons.
- **Cobb Salad:** romaine, chicken, bleu cheese crumbles, sliced egg, bacon, tomatoes, avocado & croutons.
- **Caesar Salad:** romaine, chicken, parmesan, tomatoes & croutons.
- **Greek Salad:** lettuce, feta, kalamata olives, tomatoes, diced cucumbers, red onions, bell peppers & croutons.

Payments

Payment POSTMARK Deadline: February 24th

Late payments will incur a 10% late fee on the amount due, up to \$300. No registration refunds will be processed after the registration deadline.

Checks

Checks can be made out to Colorado Future Business Leaders of America and mailed to 9101 E Lowry Blvd, Denver, CO 80230.

Credit Card Payments

Payment by credit card is available. Select credit card during the registration process. A convenience fee of 4% will be added. Credit card payments are due by February 24th to avoid any late penalties.

Tentative Schedule

8:00 am	Registration
8:20 am	Opening Session
8:30 am	Programming & Competitions
12:30 pm	Lunch (included in registration cost)
1:00 pm	Programming
1:30 pm	Awards Ceremony & Dismissal

Release Forms

All members must have a completed Multiple Release Form (page 10) on file prior to the beginning of the conference. Keep the release forms with you and complete the Certification Form (page 11) to either pre-submit online by February 26th, or turn in at registration; [certification Form online submission link here](#).

Special Accommodations

For members that require special accommodations, complete the special needs portion in the registration system. Examples may include wheelchair access, interpreter services, or special dietary requests.

Parking

There is plentiful parking at the Waymire Dome, and parking is complimentary. Buses are requested to park towards the rear of the parking lot.

Competitive Events

Policies

The [national guidelines](#) will be followed, including rating sheets. The timing for presentations may vary. Students who have placed in the Top 10 for an event at the National Leadership Conference may not compete in that event again. All information regarding the presentation times for events will be communicated through email and/or this Call to Conference.

Competitors must complete all portions of competitions to qualify for the next level of competition. If a competitor is registered for a team event but does not present with their team, that individual will be dropped from the team. If an event has a prejudice and/or objective test included with a presentation, students must complete all pre-conference items to be able to present on site. Students who do not submit prejudice items will be disqualified before the live presentations.

Online Testing

Online Testing Window: February 9-24, 7:00 am – 7:00 pm only. Testing must occur at school under the supervision of an adult testing proctor.

When your testing window opens, advisers will be able to download testing tickets from the Blue Panda registration site. Login to your Blue Panda portal and click on the “E-Testing Login Cards” button to download testing cards in PDF or Excel format. Advisers and students are expected to arrange for proctored test times during the school day, with a school adult serving as a proctor. Students should not be provided with their test

login information outside of their designated testing time. Please ensure computers with internet access are available during this window for your students to test.

Test Security: Due to high test security measures, Colorado FBLA recommends that testing is completed on a laptop or desktop computer instead of a tablet. Please discourage students from using the computer keyboard or clicking anywhere outside of the test screen, including checking computer battery life.

Prejudged & Production Events

Deadline: February 24th, 11:45 pm

By 11:45 pm, **advisers** must submit the required prejudged & production elements of the events listed below through the Blue Panda registration site. Competitors must complete all portions of competitions to qualify for the next level of competition. Advisers can find instructions on step 10 of the Blue Panda Registration Tutorial document posted at www.coloradofbla.org/mlslc. **Please ensure all submissions are publicly accessible so judges can complete scoring.**

Events with Pre-Conference Assets

Event	Pre-judge Component (Submission Type)
Exploring Animation	URL – link to animation
Exploring Digital Video Production	URL – link to video
Slide Deck Applications	URL – link to online folder with production test elements
Spreadsheet Applications	URL – link to online folder with production test elements
Word Processing	URL – link to online folder with production test elements

Event Entries

By Member: Each member can enter in a maximum of two events. Only one can be a chapter membership entry based, presentation or production event. Refer to the Competitive Events Elements List included in this document. Students can choose to compete in two objective testing events highlighted in blue, or one objective testing event and one presentation/role play/production event.

By Chapter: For chapter limitations, it depends on your chapter membership. Refer to the Competitive Events Elements List.

- 1-39 members: 3 entries per event
- 40-50 members: 4 entries per event
- 51+ members: 5 entries per event

List of Competitive Events Offered

Event	Category	Type	Entries per Chapter	Notes
Annual Chapter Activities Presentation	Presentation with Equipment	Chapter	1	1-minute set up time
Career Exploration	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Career Research	Presentation with Equipment	Individual	Membership Based	1-minute set up time
Community Service Presentation	Presentation with Equipment	Chapter	1	1-minute set up time
Digital Citizenship	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Accounting &	Objective Test	Individual	Unlimited	Testing is done prior to SLC

Finance				
Exploring Agribusiness	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Animation	Prejudge & Presentation	Individual or Team	Membership Based	1-minute set up time
Exploring Business Communication	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Business Concepts	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Business Ethics	Presentation with Equipment & Test	Individual or Team	Membership Based	1-minute set up time; testing is done prior to SLC
Exploring Business Issues	Presentation without Equipment	Individual or Team	Membership Based	1-minute set up time
Exploring Coding & Programming	Presentation with Equipment	Individual or Team	Membership Based	1-minute set up time
Exploring Computer Science	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Customer Service	Role Play	Individual	Membership Based	1-minute set up time
Exploring Digital Video Production	Prejudge & Presentation with Equipment	Individual or Team	Membership Based	1-minute set up time
Exploring Economics	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring FBLA	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Leadership	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Management & Entrepreneurship	Role Play	Individual or Team	Membership Based	1-minute set up time
Exploring Marketing Concepts	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Marketing Strategies	Presentation with Equipment	Individual or Team	Membership Based	1-minute set up time
Exploring Parliamentary Procedure	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Personal Finance	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Professionalism	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Public Speaking	Speech	Individual	Membership Based	
Exploring Technology	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Exploring Website Design	Demonstration	Individual or Team	Membership Based	1-minute set up time; Internet will be provided, but have a Plan B.
Interpersonal Communication	Objective Test	Individual	Unlimited	Testing is done prior to SLC
Slide Deck Applications	Production Test	Individual	Membership Based	Testing is done prior to SLC
Spreadsheet Applications	Production Test	Individual	Membership Based	Testing is done prior to SLC
Word Processing	Production Test	Individual	Membership Based	Testing is done prior to SLC

Awards Session

The session, held at the end of the day on March 3rd, will recognize the top four competitors in each event. The top four competitors in each event will qualify to compete at the National Leadership Conference.

Business Achievement Awards

The BAAs (formerly called LEAD) are an opportunity for individual members to be recognized for enhancing their leadership skills, expanding their business knowledge and contributing to their local communities. Learn more at [this link](#). At our Conference, members must complete their BAAs by February 12th for recognition.

National Leadership Conference (NLC)

The top four competitors in each national competition are eligible to attend and compete at the [2027 National Leadership Conference](#). The FBLA National Leadership Conference will be held in Columbus, OH, June 23rd – 27th.

Each student can compete in one individual/team event and one chapter event at the National Leadership Conference. Advisers will be emailed a spreadsheet after SLC where they can indicate which event a student would like to compete in at NLC. The spreadsheet will be due by March 26th..

Dress Code

The [FBLA National Dress Code](#) will be in effect. Please follow Business Professional guidelines. Students may wear anything listed under Business Professional Acceptable Items. Clothing that falls under the “Unacceptable Items” list will receive dress code penalty points during judging.

Frequently Asked Questions

Q: I have a member/chaperone that backed out after the deadline, what can I do?

A: You can replace the member or chaperone so your registration number stays the same, but **no refunds** will be given after the registration deadline. Events may not be changed after the deadline.

Q: What meals are included in the conference fee?

A: Lunch

Q: Can my member compete in more than one event?

A: Yes. See the chart by the Competitive Events section.

Q: What should we bring the day of the conference?

A: Students will need to bring any items necessary to their competitive event, such as a laptop. All attendees are also encouraged to bring a pen/pencil, water bottle and snacks. During conference check-in, advisers will be given name badges for all chapter attendees, a program, and a printed competition schedule for their chapter.

Q: Does Colorado FBLA accept credit card payments?

A: Yes, you'll be able to complete payment with a credit card in the Blue Panda registration system. Remember the 4% convenience fee that's added to the total amount for paying via credit card.

Colorado FBLA Code of Conduct & Conference Forms

Colorado FBLA is proud of its reputation and expects advisers to discuss this Code of Conduct with attending members and closely monitor students at all conferences. These policies are in effect for all delegates who are attending any Local, District, State or National FBLA function. The term “delegate” shall mean any FBLA member.

Advisers must submit a signed Certification Form at each event, which certifies that each member attending has turned in a completed Multiple Release Form and agreed to the Code of Conduct below.

Respect:

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will not be tolerated. See our Harassment Policy in the Colorado FBLA Handbook.
- Delegates are to abide by all school, school district and venue policies.
- Delegates are expected to adhere to FBLA dress code at all competitions, general sessions and workshops. Notification of violations will be sent to the local adviser and administrator. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.

Responsibility:

- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Delegates will be prohibited from participation without local supervision provided by a chapter or school. For the National Leadership Conference, a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Delegates of the opposite gender are not allowed in sleeping rooms in hotels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.

Ethical Behavior:

- Alcoholic beverages, tobacco in any form, and controlled or illegal substances of any form are not allowed. These items must not be used or possessed at any time, under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Delegates are expected to maintain competition ethics by only submitting and presenting original work and properly cited, and only materials explicitly allowed in the event guideline are used.

Conference Photography

- Colorado FBLA photographers and videographers will be taking photos and videos during the conference for use in any manner FBLA deems appropriate including, but not limited to, FBLA websites and publications. By attending the conference, you grant FBLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, video streaming, or television), for the use of FBLA, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser during the conference.

Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

Please print and make sure to complete and sign all portions of the release form.

Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)².

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

List any allergies that a medical doctor/dentist should be made aware of:

Parent/Guardian Signature

Date

LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent/Guardian Signature

Date

CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines.

Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

Form intended to be printed - Revised May 2018

Chapter Certification

The CTSO members of _____ School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

A meeting emergency plan has been created and communicated to attendees, parents of attendees and administrators.

(Adviser Printed Name)

(Adviser Signature)

(Date)

(School Administrator Printed Name)

(School Administrator Signature)

(Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.